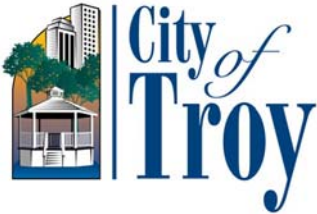


- *Director of Building and Zoning*.....**Mark Stimac**



FUNCTIONAL ORGANIZATIONAL CHART

• *Administration*

- ✓ Prepares and administers department budget
- ✓ Develops departmental policies and procedures that allow for delivery of professional services
- ✓ Prepares agendas and provides technical support to the Board of Zoning Appeals and Building Code Board of Appeals
- ✓ Prepares agenda items for City Council
- ✓ Ensures that inspectors complete required continuing education classes to maintain State registration
- ✓ Establishes and maintains good working relationships with builders; developers; businesses; residents; and citizen groups
- ✓ Provides education to the public on the activities of the department
- ✓ Oversees and provides administrative support to City building projects

• *Clerical*

- ✓ Processes and issues permits
- ✓ Collects fees for permits and conducts daily accounting of fees
- ✓ Maintains and updates permit and inspection records
- ✓ Prepares and processes written communications from the department
- ✓ Prepares monthly and annual reports
- ✓ Assists the public in locating records on existing buildings

• *Housing and Zoning*

- ✓ Enforces ordinances that address junk vehicles; litter; commercial vehicles and equipment; home occupations; signs; nuisances; property maintenance; and zoning
- ✓ Inspects all apartment units approximately every two years to ensure compliance with property maintenance codes
- ✓ Inspects and certifies all signs for code compliance

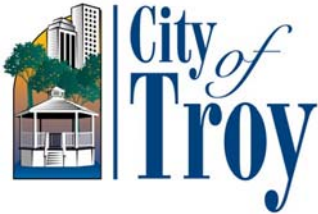
- ✓ Initiates legal action in code enforcement cases
- ✓ Responds to complaints related to code enforcement issues
- ✓ Provides information to the public about code compliance and the enforcement process
- ✓ Ensures compliance with political sign ordinance by checking locations; sizes; and number of signs

• *Inspection*

- ✓ Inspects construction at various stages through completion to assure compliance with all codes and ordinances
- ✓ Provides information and assistance to citizens
- ✓ Coordinates inspections with the Fire; Engineering; Water; and other involved departments
- ✓ Assists homeowners with the builder complaint process through the State of Michigan
- ✓ The department also provides inspection services through contract with the City of Madison Heights.

• *Plan Review*

- ✓ Reviews plans for compliance with City, State and Federal codes; ordinances; and laws and prepares for issuance of permits
- ✓ Provides information regarding codes; ordinances; processes; and requirements to designers; builders; and the general public
- ✓ Provides technical support and attends meetings of the Building Code Board of Appeals and the Advisory Committee for Persons with Disabilities
- ✓ Prepares Building and Zoning Board of Appeals denials
- ✓ Coordinates and compiles information from other departments involved in plan review process



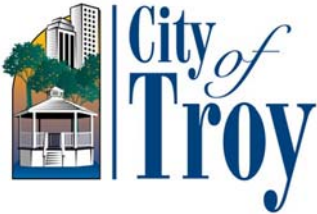
2009/10
Budget

BUILDING INSPECTION

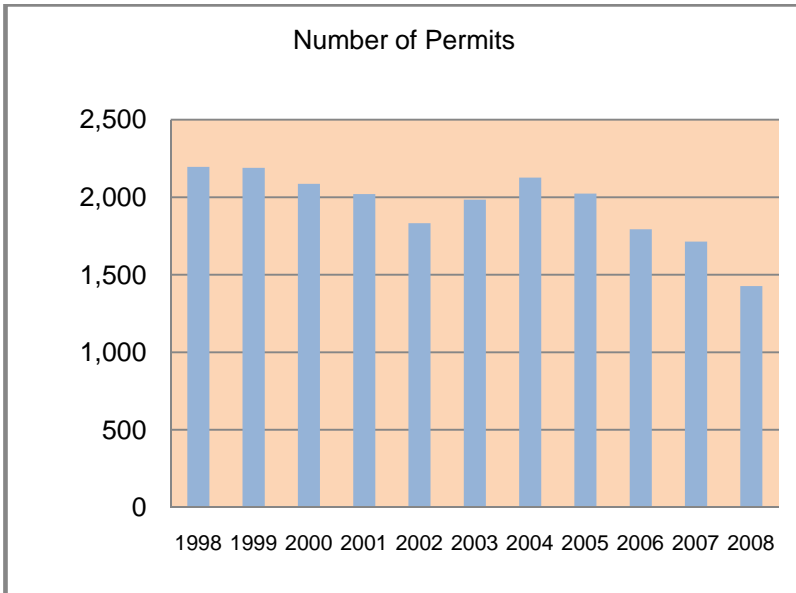
DEPARTMENT AT A GLANCE

Funding		Estimated				
Level	2006/07	2007/08	2008/09	2008/09	2009/10	% Of
Summary	Actual	Actual	Budget	Budget	Budget	Change
Building Inspection	\$2,051,078	\$2,121,746	\$2,155,110	\$2,342,420	\$2,019,290	-14%
Total Department	\$2,051,078	\$2,121,746	\$2,155,110	\$2,342,420	\$2,019,290	-14%
Personal Services	\$1,873,631	\$1,952,451	\$1,969,350	\$2,155,920	\$1,752,230	-19%
Supplies	9,180	6,888	6,500	8,000	36,300	354%
Other Services/Charges	168,267	162,407	179,260	178,500	230,760	29%
Total Department	\$2,051,078	\$2,121,746	\$2,155,110	\$2,342,420	\$2,019,290	-14%

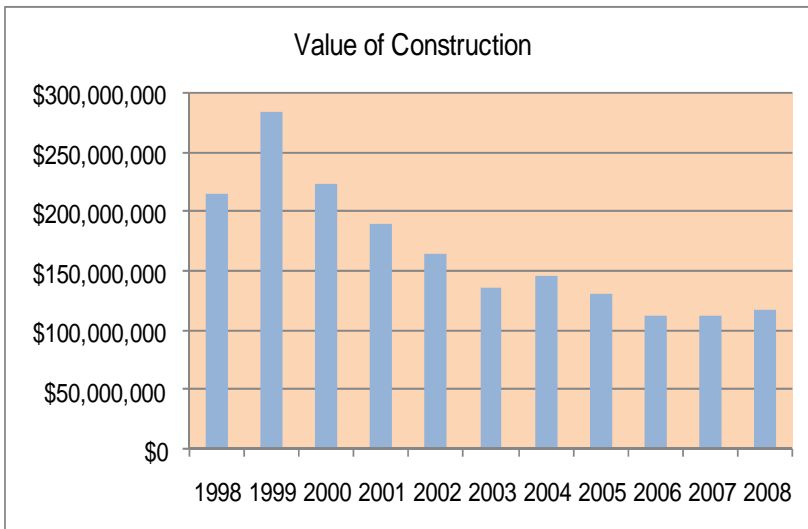
Personnel								
Summary	2006/07		2007/08		2008/09		2009/10	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Building Inspection	21	2	21	2	21	2	17	2
Total Department	21	2	21	2	21	2	17	2



KEY DEPARTMENTAL TRENDS



The number of permits issued dropped 17% from the previous year to a ten year record low, coinciding with a lack of construction activity mostly due to the state of the economy.



Construction value showed a modest increase over the last year but still remains below historical averages.



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BUILDING INSPECTION

MISSION AND SERVICE STATEMENTS

- ***Mission Statement***

A staff of nineteen full-time and two part-time employees perform duties dedicated to protecting the health, safety and welfare of the Troy community. The Building Inspection Department enforces 30 different chapters of the Troy City Code, including building codes; property maintenance; signs; litter; zoning; nuisance and others.

- ***Service Statement***

One of the two supervisors oversees the work performed by trade inspectors. This relates to various types of construction, from single-family residential to high-rise offices and everything in between. Inspectors also respond to complaints; provide courtesy inspections; site checks; and assist the general public by supplying information related to plumbing; heating; air-conditioning; electrical; and building. Staff involved in this area is registered with the State of Michigan as inspectors in one or more trade categories.

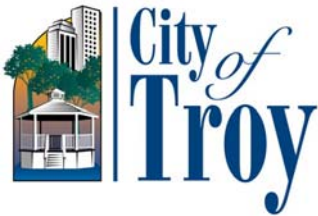
The second supervisor is charged with overseeing the Housing and Zoning Division. Two full-time and two part-time code enforcement inspectors perform apartment inspections and enforce the property maintenance code and other nuisance codes. Housing and Zoning reviews sign plans; issues sign permits and inspects all signs in the city. They also enforce the zoning; noise; junk vehicle; and litter regulations. These people handle the majority of court cases generated from the Building Inspection Department.

Additionally, the Building Inspection Department is responsible for staff support to the Board of Zoning Appeals and the Building Code Board of Appeals. This includes correspondence; public hearing notices; and agenda and minutes preparation. In addition, Building Inspection prepares agenda items for City Council where their deliberations are required on matters affecting building and zoning issues. The department also provides technical assistance to both the Historical District Commission and the Committee for Persons with Disabilities.

Members of the Building Inspection Department staff are considered leaders in their fields. They serve as officers on boards of directors, and have committee appointments to numerous organizations on the local, state and national level. Staff members provide training and education to other inspectors in the area.

- ***Did You Know?***

- ✓ During the 2007/08 budget year the Building Inspection Department handled over 12,000 permits and registrations and conducted nearly 32,000 inspections.



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BUILDING INSPECTION

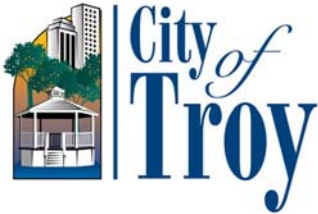
PERFORMANCE OBJECTIVES

Outputs

- ✓ Establish Internet access to inspection requests for the public. **(Output G)**
- ✓ Continue document imaging of records to reduce storage and improve retrieval capabilities. **(Output II)**
- ✓ Equip field inspectors with computers to allow input and retrieval of data in the field. **(Output G)**
- ✓ Continue to establish shared inspection services with adjacent communities. **(Output M, R)**

*See the list of outputs as ranked by City Council in the [CITY-WIDE ACTION PLAN](#) on pages 16 and 17.

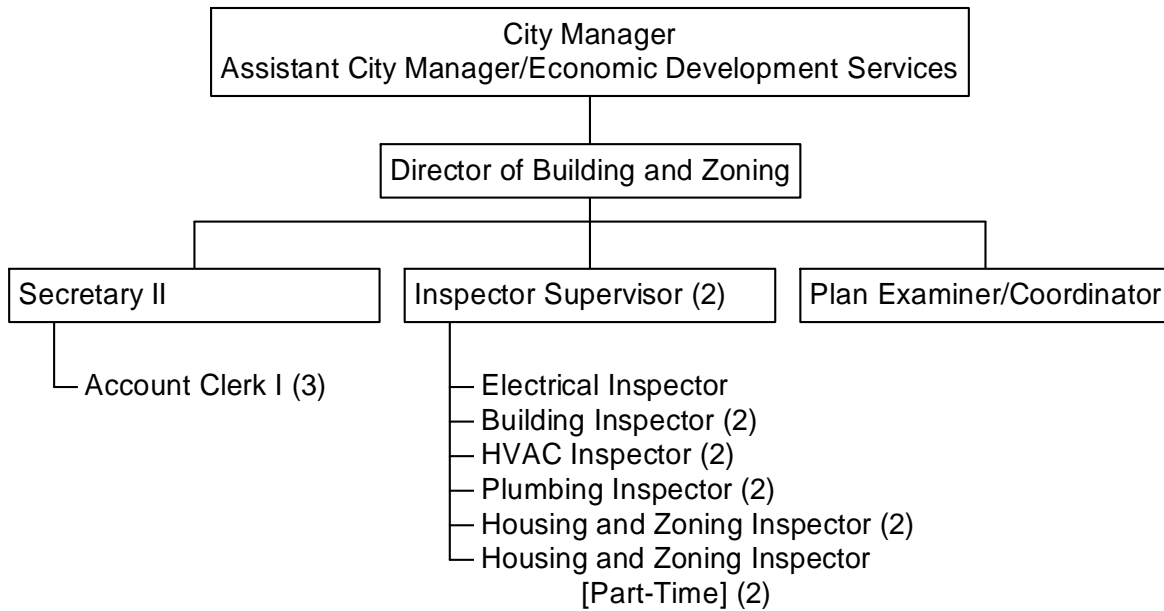
Performance Indicators		2007/08 Actual	2008/09 Projected	2008/09 Budget	2009/10 Budget
Output	✓ Building Permits Issued	1,588	1,400	1,800	1,500
	✓ Sign Permits	471	375	500	400
	✓ Value of Const.- Industrial	\$13 million	\$10 million	\$10 million	\$10 million
	✓ Value of Const. - Commercial	\$52 million	\$25 million	\$85 million	\$50 million
	✓ Value of Const. - Religious/Gov't.	\$19 million	\$65 million	\$20 million	\$20 million
	✓ Value of Const. - Residential	\$18 million	\$15 million	\$30 million	\$20 million
	✓ Total Value of Construction	\$103 million	\$115 million	\$145 million	\$100 million
	✓ Single Family Dwelling Permits	45	40	60	40
	✓ Plan Review	920	800	1,200	1,000
	✓ BZA Items Considered	45	60	60	60
Efficiency	✓ BBA Items Considered	32	30	30	30
	✓ License and Registrations Issued	1,376	1,200	1,400	1,200
	✓ Inspections	32,000	30,000	35,000	32,000
	✓ Inspections per Inspector	2,910	2,725	3,180	2,900
	✓ Multiple Dwelling Inspections	1,806	2,000	2,000	2,000
	✓ Average Daily Inspections per Inspector	14.37	14.00	15.00	14.00
✓ Average Miles/Inspection	2.30	2.30	2.25	2.30	



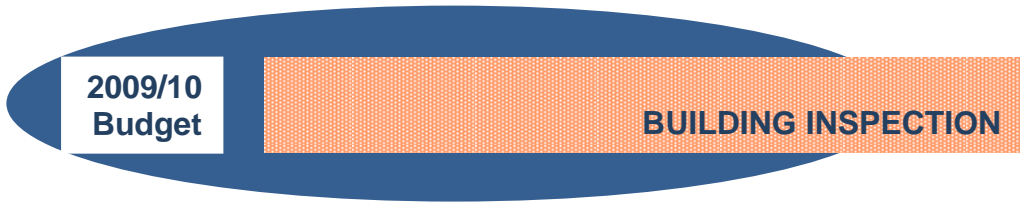
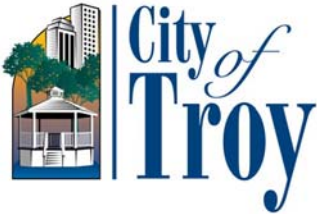
2009/10
Budget

BUILDING INSPECTION

ORGANIZATIONAL CHART



Staff Summary	Approved 2007/08	Approved 2008/09	Recommended 2009/10
Director of Building and Zoning	1	1	1
Account Clerk I	5	5	3
Building Inspector	2	2	2
Electrical Inspector	2	2	1
Housing and Zoning Inspector	2	2	2
Housing and Zoning Inspector [Part-Time]	2	2	2
HVAC Inspector	2	2	2
Inspector Supervisor	2	2	2
Plan Analyst	1	1	0
Plan Examiner/Coordinator	1	1	1
Plumbing Inspector	2	2	2
Secretary II	1	1	1
Total Department	23	23	19



SUMMARY OF BUDGET CHANGES

- **Significant Notes – 2009/10 Budget Compared to 2008/09 Budget**

Personal Services has been reduced by \$403,690 (19%) to reflect staff reductions due to retirements, attrition and the out-sourcing of some of the plan review function.

A new account for Operating Supplies - Computer Supplies with a budget amount of \$28,300 (100%) has been added to account for new field computer purchases.

Other Services/Charges increased to account for the Building Department’s portion of maintenance of the new large format copier being purchased by the Engineering Department.

Motor Pool Account has been reduced by \$8,500 (9%) due to the reduction of one vehicle due to staff reductions.

- **Operating Budget History**

